

CONFIDENTIAL**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM

C/OC-AMD

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

30 JAN 1985

31 JAN 1985

2.

DD/CO

31 JAN 1985

31 JAN 1985

3.

OC-MLS

31 JAN 1985

4.

~~OC-EXA~~

5.

OC/OL/IMC

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Archiving

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OC 12/47-85

30 JAN 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[redacted]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 21-25 January 1985

25X1 1. Messrs. [redacted] concluded their Career Trainee Interim Assignment to OC on 25 January. Both individuals provided comprehensive critiques of the 3 1/2 week program and were very appreciative of the overviews and briefings by OC personnel. The critiques are being given wide circulation within OC. Of particular note was the commencement and the conclusion of the program. Both gentlemen remarked that the OC-MLS presentation up front was excellent and set the stage for the remainder of the program, and the conclusion at AMCA Hqs. tied it all together. Certificates of completion were presented by Chief, OC-AMD to both individuals 25 January. We look forward to additional participants in the future.

2. The Career Development Branch/CDTG, is reviewing the personnel files of 17 individuals nominated by their respective components for OC sponsorship to the Directorate of Administration Career Training Program. Upon conclusion of the file reviews, the names of the candidates deemed most attractive will be forwarded to the DA Selection Panel.

25X1 3. [redacted] OC-AMD/CDTG, accompanied the CT officers
25X1 on their trip to [redacted] AMCA Hqs. 20-23 January. Purpose of the trip was for orientation, as well as to exchange information about the Career Resource Center and training plans and policies for OC employees.

4. The SSA/DDA has received a high number of requests for special computation of per diem after completion of TDY travel. He has asked that supervisors and travel approval officers be reminded that these requests should be processed and approved prior to travel, through the Financial Services Section of OC-AMD/B&F. Travelers should anticipate high rates of lodging and provide specific justification in their requests for the adjusted per diem rate. Requests submitted in advance do not ensure approval but allow time to explore other options.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 21-25 January 1985

25X1

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8. [REDACTED] assumed duties as Chief, OTD 21 January 1985.

9. There were 14 instructors TDY during this reporting week. Twelve were TDY overseas and two were domestically.

25X1

11. During the week, Panel N personnel strength remained at status quo. Panel N is 7 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 30 technicians under strength. During the week, Panel MCD personnel strength decreased by 2 (resignations). The Panel is currently 82 employees over authorized ceiling. There are 120 EOD students in training, while 13 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 66 personnel understrength.

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12. Personnel Services Section is in the process of preparing notifications to each Division and Area Chief of the Panel MCD employees under their cognizance who were converted to banding effective 20 January 1985. The notification will include the level, increment and per annum salary.

13. The following awards were presented at the D/CO Staff Meetings during January 1985:

25X1 a. On 7 January, [redacted] was presented a Quality Step Increase in recognition of her sustained superior performance during the period 1 February-31 August 1984.

25X1 b. On 23 January, [redacted] was presented with an
25X1 \$800 Special Achievement Award in recognition of his performance as
25X1 a TCO [redacted] during the period 31 August 1983-31 August 1984.

25X1 c. On 23 January, [redacted] was presented with a
25X1 \$300 Special Achievement Award in recognition of his exceptional
25X1 performance as the Logistics Officer in OC-DND during the period
25X1 October 1981 through June 1984.

14. Guidelines have been established for new TCS EOD's under the Banding pay system. All trainees will EOD at TCO-1, increment 9 (\$18,544), with possible increment increases while in training.

